

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
June 11, 2018**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Michelle S. Geddes, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

ABSENT: Robyn G. Fink, Assistant Director

Mr. Gerstel called the meeting to order at 7:03 PM at the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting – May 21, 2018:** Mr. Toolan made a motion to approve the minutes of the meeting of May 21, 2018. The motion was seconded by Mr. DiCicco and was passed unanimously.
2. **Director’s Report:** The Commission reviewed the written report. Mr. DiCicco asked if the Minuteman Model Yachting Club would be returning to Rosemary Lake, as it seemed safer than sharing the space with pedestrians and those fishing at the Reservoir. Ms. Carey is waiting to hear back from them. Typically, the Club sets up at the Reservoir in the late winter and would move to Rosemary after it had filled from the spring pool maintenance. The sediment removal project will start in late August/early September, so they may want to remain at the Reservoir for this season. Regarding the clean-up of Parcel 74, Mr. Toolan noted that it looked like work was being done because of the number of construction vehicles parked along Cheney Street and on the parcel.
3. **Program Report:** The Commission reviewed the written report. Ms. Carey shared a sample fun “survival” packet being given to all this summer’s staff members. Mr. Gerstel noted that he was in the building for an evening meeting last week and met up with Recreation Supervisor Angela O’Connor and Administrative Specialist Kristen Wright still hard at work.
4. **Discussion Items:**
 - A. **Needham High School Community Action Project – Student Presentation:** The students were not able to attend. Ms. Carey will see if they are available for another meeting, or able to share their written presentation.
 - B. **Needham High School Parking:** The Commission reviewed an e-mail request from Needham High School Principal Aaron Sicotte to consider allowing Needham High students to use the Rosemary Recreation Complex parking lot during the completion of the construction project at the High School in the fall. Ms. Carey explained that the students have a set number of spaces at the High School, which has been reduced due to

construction. The Memorial Park construction project will limit the number of spaces available this summer, and when school comes back into session, the construction fencing will be re-set to allow for the designated number of parking spaces under the agreement with the Trustees of Memorial Park. She reminded the Commission that they had previously approved temporary parking for the Memorial Park contractors after the pool season and until needed for the 2019 pool season. Mr. Toolan made 3 notes: a) how is it enforced?; b) how is it restricted to a certain period of time?; and c) how is it known that approval is not in perpetuity? Mr. DiCicco noted that the agreement between the Trustees and High School does not allow for permits with a fee as they are at the High School. He reminded the Commission that the Planning Board had placed restrictions on parking, so the Commission needs to insure enough is available for events at Rosemary Recreation Complex. Mr. Gerstel stated that the Commission is not prepared at this time to respond to the request, as Rosemary Recreation Complex is not open, and time is needed to plan for the uses of the building. Mr. Toolan added that allowing use by the Memorial Park contractors helped ease the issue at Memorial Park for the students.

- C. Commission Agendas:** The Commission reviewed state requirements for agendas, and looked at sample agendas from other Town boards. Mrs. Chaston suggested adding “Issues not reasonably anticipated by the Chair within 48 hours” to the agenda, in the event something important comes up after the agenda is posted. Ms. Carey reminded the Commission that the agenda can be revised through the afternoon of the meeting. Mr. Toolan asked if voting items should be included, and Mrs. Chaston recommended that it not be a common practice, but that voting items not be prohibited from being discussed if urgent. Mr. Gerstel asked to have the additional agenda item added, prior to “Topics for Future Agendas.”
- D. Fall Field Scheduling:** Ms. Carey is hoping to get the fall schedule done as early in the summer as possible, so that it is complete prior to the opening of the new facility. Needham Baseball and Softball has asked for consideration to use the lights at Claxton for their 1st and 2nd grade program twice a week, so that the practice sessions with a trainer can be held later in the day. Junior Football uses Claxton for their secondary space, but not all evenings. Mr. Toolan raised a concern with repetitive drills in the outfield areas. He also noted that parents may not want younger children out later in the evening as it got colder. Mr. DiCicco recommended that priority use of fields be for “in-season” sports, rather than adapting space for sports playing multiple seasons.
- E. Rosemary Recreation Complex:** The Commission reviewed the written construction report, as seen in Appendix A. Mrs. Chaston and Mrs. Geddes gave updates on their recent tour of the construction site and noted they were impressed with the layout. Mrs. Chaston was concerned that too many projects remained to be done by early August, but Mr. Toolan noted that the site was large enough for bringing in extra staff to get some tasks done quickly. Ms. Carey noted that the target dates on the master calendar are being met. Mr. Toolan noted that most of the change orders that have been reviewed are due to missing information from the architectural documents or from their subcontractors. Ms. Carey and the Town Manager met with the special counsel for the issue related to the Land and Water Conservation Fund. Mr. Gerstel and Mrs. Chaston will attend an

upcoming “chairs” meeting for an update on options that include going through the conversion process. A resident has offered to donate land to the Town which could assist with the conversion steps. Additional information will be available at an upcoming meeting. The Commission reviewed the written operations update, with staffing, purchases, and membership updates. The Commission also reviewed a note from Alan Rubin, owner of Sam’s Hotdogs suggesting the possibility of a trial set-up of the cart in an area away from vehicles. Mr. Toolan reminded the Commission of the prior discussion about mobile food vendors, including trucks and carts and the decision to wait on making any decisions until the facility was open and use of the site by patrons and vehicles was better known. The consensus was that no new information was available, so the Commission would stay with the original decision to wait until after the facility is open. Mr. Gerstel asked the Commission to come to the next meeting with ideas about possible ways to celebrate the opening. Mrs. Geddes mentioned the prior discussion about a possible celebration in September followed by a larger event in the spring.

5. Action Items:

- A. Appointment – Community Preservation Committee:** Mr. Gerstel’s three year term will expire at the end of June as the Commission’s representative on the Community Preservation Committee, and he is eligible to serve a second term. Mrs. Chaston made a motion to re-appoint Mr. Gerstel to serve as the Park and Recreation Commission representative on the Community Preservation Committee. The motion was seconded by Mr. Toolan. Mrs. Chaston thanked Mr. Gerstel for his work on the CPC and for keeping the Commission regularly updated. Mr. Gerstel thanked the Commission for their support and stated he was willing to accept the appointment. The motion was unanimously approved.
- B. Request – Needham Baseball and Softball:** The Commission reviewed the request from Needham Baseball and Softball to place a storage pod in the Dwight parking lot for the duration of the construction project at Memorial Park. Their regular storage areas in the building are temporarily displaced while the building is reconstructed. Ms. Carey noted that the spring was the only regular use of the diamond, and there was sufficient parking available for that use with the pod in place. Mr. Toolan made a motion to approve the request from Needham Baseball and Softball to place a storage pod in the Dwight parking lot for the duration of the Memorial Park construction project. The motion was seconded by Mr. DiCicco and approved unanimously.
- C. Special Event Request – Norfolk Lodge:** Ms. Carey noted that this was an annual request for a family picnic at Claxton Field, and there are no concerns. Mrs. Geddes made a motion to approve the request from Norfolk Lodge A.F. & A. F. to host a family picnic at Claxton Field on Saturday, August 18, 2018 from 11 AM – 5 PM. The motion was seconded by Mr. Toolan and passed unanimously.
- D. Special Event Request – MA Soccer:** The Commission reviewed the request from MA Soccer to host for men’s state championship soccer games on July 22, July 29, and

August 5, 2018 at DeFazio's two synthetic turf fields. As the fields are being prepared in late July/August for the heavy fall use, and there was no direct connection to a Needham organization, the Commission did not support approving this request. Mr. Toolan made a motion to deny the request from MA Soccer to host championship soccer on July 22, July 29, and August 5, 2018. The motion was seconded by Mrs. Geddes and passed unanimously.

6. Topics for Future Agendas: None presented.

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 8:50 PM. The motion was seconded by Mr. Toolan and the meeting adjourned at 8:50 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director



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ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, June 8, 2018

QUESTIONS FOR COMMISSION

- A discussion will be held about possible names for multi-purpose room. Mr. DiCicco has been reviewing documents from when the original pool was designed and built. A Needham resident has also approached the Town Clerk suggesting that the pools be named for Jack Marr, then-Town Engineer who developed the concept of the pool in the lake with his former firm Metcalf-Eddy.
- Commission continues to review policies and fees for use of multi-purpose room.

TOWN TASKS

- The PPBC's next meeting for Rosemary Recreation Complex is on Monday, June 11, 2018 at 9 PM.
- The weekly meetings are held on Thursdays at 10 AM in the construction trailer, on site.
- The Town has finalized the major FF&E list of purchases, and has put aside funds for outdoor furniture, and other items related to operations, including the pool vacuum(s). Quotes are being reviewed for purchases.
- The Town is finalizing the phone, WiFi, and technology purchases.

CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 6/7/18 report is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- Permanent electricity has been connected to the facility.
- The epoxy floors in the bathhouse and staff rooms will be installed next week, which allows for final restroom installations.
- The concrete on the ramps, plaza areas and spray deck is complete. The next major task will be the pouring of the pool deck.
- The framework for the bench decks is complete, and the finish surface is underway.
- Work is set to begin on the installation of drainage layers under the porous pavement. This will allow for setting of curbs and creation of the sidewalk.

- Installation of the perimeter fencing has begun.
- Most slope areas have been hydro-seeded, and upper lot plantings will begin.
- After all inspections, final ceilings will be completed on both floors.

ISSUES BEING RESOLVED

- The PPBC discussed the contingency fund at their 11/13 meeting. After their approved change orders, the balance is \$722,248. There are other change orders under review, including acceleration time for the pools and possible winter condition work for the pools. Those possible change orders are estimated at \$274,800, leaving an *estimated* balance of \$447,448. To date, change orders have primarily related to unforeseen field conditions, the addition of the ballasts and the pump vault, and acceleration time for the pools. The PPBC will continue to monitor to insure only essential change orders are approved. Some decisions on amenities will not be able to be made until late in the project, when more is known about the remaining contingency funds. Once the Guniting work is done on the two pools, the major concern for time for that portion of the project is relieved, and all remaining tasks can be completed in the spring. **6/8/18: update will be provided at PPBC meeting.** 5/18/18: Current contingency balance \$80,000+. 5/4/18: Funds have been moved to be able to keep the contingency funds in place. One item that BH+A had us hold for pool safety equipment can now be used as most of the items were included in the construction budget, including the winter safety cover. 4/20/18: The draft contingency has gone low, but some of the possible projects that have funds being held are under review and either eliminated or lower actual costs are being realized. 4/6/18: An updated budget is being developed this weekend for presentation at the 4/9/18 PPBC meeting. The Commission will be able to review at their meeting prior to PPBC. 3/23/18 update: current contingency balance is \$388,903, with about \$190,100 of possible costs to come from contingency. 3/9/18 update: no new information 2/23/18 update: no new information 2/9/18 update: Contingency balance is \$523,969, but there is a possibility of \$218,500 in anticipated costs. 1/19/18 update: Contingency balance is \$619,583, but there is a possibility of up to \$264,000 in anticipated costs, so if all of those are approved (which they won't be), the balance would be \$355,583. 1/5/18 update: time sensitive work on pools was completed. 12/15/17 update: This week's weather caused a delay on the competitive pool, but work is expected to re-start on Monday, using a heating system. 12/1/17 update: the weather has cooperated during this phase of work, and the weather outlook appears to be favorable. Work on the recreation pool has progressed faster than expected.
- As reported to the Commission at the 9/25 meeting, the National Park Service (NPS) has indicated that it feels the project is a change in scope (or a conversion) from the original purpose that received federal Land and Water Conservation Funds (LWCF). The information has been reviewed with legal counsel who has provided options for moving forward, including (a) getting assistance for federal representatives to review project with NPS, as outdoor recreation scope has increased since original funding (including addition of camp property); and (b) look at conversion process. The Town Manager is reviewing options and will provide input to PPBC and Commission. **6/8/18: Special counsel has recommended that the Town look into the conversion process. An outline of requirements is attached to this report. A meeting will be scheduled with Chairs/Vice Chairs of several boards, including Commission, to discuss next steps. I have reached out to a resident who had expressed interest in donating property to the Town which could be part of the conversion resolution.** 5/18/18: meeting will be held with special counsel in early June to determine recommendations for next steps. 5/4/18: The response from LWCF is attached, and the ruling was not in favor of the Town's request. 4/20/18: The Town's special counsel for this has been notified to expect a response within the next two weeks. 4/6/18 update: no new information. 3/23/18 update: no new information. 3/9/18

update: no new information 2/23/18 update: no response from National Park Service. 2/9/18 update: The attorneys have sent a letter to the National Park Service on behalf of the Town. The letter, without exhibits, is attached to this report. 1/19/18 update: no change in status 1/5/18 update: the legal team has had a discussion with the state representative, but will need to provide more information to the federal contact. The Health Director and I are working on that information. 12/15/17 update: The Director of Health and Human Services and I have provided some additional information to the legal team who will work on a response to the National Park Service. 11/30/17 update: the Chairman, Vice Chairman and Director attended a meeting with special legal counsel, representatives of Board of Selectmen, PPBC, Planning Board, the Town Manager and Assistant Town Manager-Operations. Legal counsel will reach out to the state representative for LWCF and indicate that the Town will be resubmitting a request, with additional information outlining why it is not a conversion project. 11/17/17 update: no new information until after the 11/22 meeting with Town Manager and legal advisors. 11/3/17 update: no new information until the meeting later in the month. 10/27/17 update: A meeting with representatives, including Commission Chairman and Vice Chairman, is scheduled for later in November.

- Some of the changes to scope, including the addition of the pool ballasts, have added some days to the project timeline for the buildings. G&R is working on ways to keep this part of the project moving on schedule. **6/8/18: No additional update, or changes to current construction schedule.** 5/18/18: Updated schedule shows substantial completion August 2nd. Update on meeting will be provided at Commission meeting. 5/4/18: An updated schedule is due the third week in May, and the Chair, Vice Chair and Director will attend a meeting on May 18th to get an update. 4/20/18: an update on the construction schedule will be provided to the Commission at their 4/23 meeting, and will be discussed later in the evening at the PPBC meeting. The goal is to finish projects, moving out towards the lower parking lot so that the porous pavement final layer is the last sequence of work. 4/6/18 update: an updated schedule will be provided to the project manager later today. Information will be reviewed with the Commission at their 4/9 meeting prior to PPBC. 3/23/18 update: an updated schedule will be ready for the 4/9/18 PPBC meeting. 3/9/18 update: no new information 2/23/18 update: the pools remain on (or slightly ahead) of schedule. The buildings are preparing for inspections from the Building Department, and if all goes well, it will move the project into the drywall phase. 2/9/18 update: as noted on 2.1.18 e-mail to Commission, the current finish date for the building is early July (using worst case scenario time line). The contractor is working on tightening up the schedule where possible. At the 2.5.18 PPBC meeting, it was suggested that the Commission be prepared that the delays could lead into mid-July. 1/19/18 update: there was a slight delay due to the weather conditions, including snow, but the building is within days of being weather tight; 1/5/18 update: slowdown on framing and winterization of building 12/15/17 update: the framing has been accelerated under a bonus system, and is on track to be winterized by 1/15/18. 11/30/17 update: a plan for accelerating the framing work has been submitted to the project manager by G&R and will be reviewed by PPBC. The goal is to have the building winterized by January 15, 2018. 11/17/17 update: G&R has noted to PPBC that they reserve their rights for the need for additional time if circumstances cause a delay beyond June 15th. All efforts continue to be made to keep the building project on schedule. The current anticipated delay dates are 3 days for the pools and 17 days for the building. 11/3/17 update: plans continue to keep moving the schedule forward to reach the mid-June deadline. Because of the ballast work, the “float” time in the building schedule is gone, so G&R is working on ways to keep moving forward. A discussion on the schedule will be held at the next PPBC meeting.
- At the 5/25 project meeting, the working group will meet with the Building Commissioner to start the steps for the close-out and insure that everything can quickly get approved at the conclusion of construction for the approval of the occupancy permit.